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FILED : *Reports*  
*(weekly)*

RECORDS SERVICES DIVISION  
GENERAL SERVICES OFFICE  
4 March 1954

Acting Management Officer, MIS  
Office of the Comptroller  
Chief, Records Management Branch

Weekly Report - Week ending 3 March 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 24 February 1954 Projects in Process 47

This Week:

Projects in Process 49

Added during week: 2  
Completed during week: 0  
Change 2

PROJECTS ADDED DURING WEEK

Review of Records Management Program, Logistics Office

Due to major organizational and functional changes, the Area Records Officer for the Logistics Office has requested assistance in reviewing the records management program which was installed in January 1953 by the Records Management and Distribution Branch, General Services Office.

Request from OCD for the Acquisition of Certain Records from the Securities and Exchange Commission

One of the functions of the records management program is to provide for the inter-Agency transfer of files and records as provided for under Title 3 of GSA Regulations, Part 3, Section 301. Attached is a copy of the request.

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

Arrangements have been made for a meeting with the Medical Office on 4 March 1954 to include reports and correspondence management phases of the records management program.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

Activity on this project has been delayed until special clearance has been received for the analyst assigned to the project.

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Project 4-78 - Records Management Survey, Office of General Counsel

A detailed file plan for the records of the General Counsel has been developed and will be discussed with [ ] at his convenience. 25X1  
Similar plans are in process of development for the Legislative Council and the Operational Support Group.

Project 4-79 - Records Management Survey, FBID

The reports and correspondence management programs were discussed with the Chief, FBID, on 25 February. Explanatory material on reports management was left with [ ] for his review and notification as to when we should proceed with this phase of the records management program. In the meantime, the installation phases of the new filing system are proceeding. 25X1

Project 4-80 - Survey of Microfilm Operations

Drafts of proposed forms and an Agency notice are now ready for discussion with the Chief, MIS.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records - [ ] 25X1

No activity. Discussion on comments from DD/P have not been scheduled.

Project 4-85 - Standardization of FI Information Reports

Specifications for the FI Information Reporting System were discussed with FI/DDP.

Project 4-86 - Forms Index

Conversion of Forms Index from manual to punch card method is approximately 60% complete.

25X1 [ ]

ATTACHMENT

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Report of the RECORDS CENTER for the week ending 2 March 1954

The Center was visited by [REDACTED] Staff. He was interested in how much assistance we could be in helping him complete dossiers that he needs for task force projects.

25X1

Sixty-three cubic feet of NIS material was received from DB/RR. This is the original manuscript and contains editors comments, notes, and deletions.

Tentative plans have been completed to cover any move from this building, and will provide for the supplemental distribution being separated from the Records Center if this is necessary.

[REDACTED] is conducting a survey of the Records Center in order to determine where the operation should be placed organizationally.

25X1



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RECORDS SYSTEMS SECTION

3 March 1954

25X1

At a meeting with [redacted] Chief, FBID, representatives of this office discussed the progress to date of the records management survey of his Division and proposed that, at this time, we proceed with the reports and correspondence phases. [redacted] was very complimentary of the progress to date but has some reservations with respect to the application of the reports and correspondence programs. [redacted]

25X1

25X1

The Security Office has requested reconsideration of the use of locks on the security desk trays. They are concerned over the possibility that individuals will lock the boxes and leave them unattended on their desks regardless of existing security regulations. A further meeting is scheduled with the Security Office to arrive at some agreement on this matter. In the development stage of this project, a representative of the Security Office declined to participate on the grounds that such a box would not eliminate the necessity for complying with existing regulations.

25X1



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Report for week ending 3 March 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT SECTION

1. Writers' Guides - Work on this project has been discontinued pending a decision on whether or not our staff will publish the guides as visual aids. Until this decision is reached we will simply state that our staff will provide standards for correcting individual writing weaknesses, whenever this service is desired.

2. Program Promotion

25X1

25X1 a. Foreign Broadcast Information Division - Messrs. [ ] and [ ] met with [ ] FBID to propose including reports and correspondence management in the records management survey now underway in that component. [ ] felt that the volume and nature of his division's correspondence precluded its further improvement by correspondence management. This is possible, but not probable. However, we did not press the point further. With regard to reports management, [ ] believed that his division would benefit from an analysis of its reporting requirements. A copy of the proposed "Reports Management Program Guide" was furnished. Upon reviewing this booklet, [ ] will contact [ ] to arrange for installing the program.

25X1

25X1 b. Medical Office - [ ] Acting Administrative Officer of the Medical Office, and arranged for a meeting 4 March with Medical Office Division Chiefs. At this meeting we will propose expanding the present records management survey to include reports and correspondence management. [ ] was enthusiastic about the programs. To supplement discussion we propose to provide Division Chiefs with a flier on correspondence management and a copy of the proposed "Reports Management Program Guide."

25X1

c. Program Material - Prepared copy and arranged for the reproduction of a flier on correspondence management and a digest of the proposed "Reports Management Program Guide."

25X1 3. Proposed CIA Position Standards for the Records Management Series - Conducted a comprehensive analysis of the series proposed [ ] and recommended major changes for its improvement. Discussion of these recommendations with [ ] disclosed that many of our ideas were parallel. We agreed to submit our suggestions as a joint memorandum [ ]

25X1

25X1 4. Program Regulations - Outlined the separate regulations proposed for reports and correspondence management.

25X1

Reports and Correspondence  
Management Section

Report for week ending 3 March 1954 from  
FORMS MANAGEMENT SECTION

Training aids (Vu Graph and 35mm) slides were shown and discussed in conference 24 February 1954 by [redacted]

25X1

25X1 ORR/Graphics. All concerned agreed photographic work developed by the plant was totally unsatisfactory and that all slides would have to be redone. Minor changes are being made in several pieces of artwork. Original Air Force artwork, has been obtained on loan to assist Printing and Reproduction in preparation of acceptable slides. It will be several weeks before new slides will be completed.

4.86 Carding operation of the forms index is approximately 60% complete. Machine Records Division has been furnished these cards for punching.

25X1 [redacted] completed his Watson-Glasser test 2 March 54. Results are still unknown.

Current requests for approval of forms.

No. of Requisitions

No. of Copies

New	3	3000
Revised	4	3600
Reprints	6	46000
Overprints	6	4600
Total	19	57200

Comparison of work accomplished January and February 1954.

Total No. of Requisitions

Total No. of Copies

Jan 54	75	581,600
Feb 54	106	1,208,750
Forms in use beginning of year		953
Forms in use as of 1 March 1954		982
Net increase		29

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Report for week ending 3 March 1954 from  
RECORDS DISPOSITION SECTION

OCD - Library

Arrangements were made to transfer an estimated 400 cu. ft. of State attache reports to the Records Center. It is anticipated that a much larger volume of similar material will be transferred after reference studies have been made.

Logistics

✓ In establishing and carrying out an active records scheduling program, it is necessary to take an annual inventory to measure effectiveness of the program and to keep the schedules up to date. Generally, this activity becomes comparatively routine as organizations and functions experience only minor changes. The Office of Logistics has experienced major changes in organizations and functions since the original disposition plan was prepared. Consequently, more than normal work will be necessary in taking the annual inventory which is now in progress. 34 items covering an estimated 110 linear feet of records have been listed during the past week.

General Counsel

4-78 A detailed file plan for the records of the General Counsel has been developed and will be discussed with [redacted] at his convenience. Similar plans are in process of development for the Legislative Council and the Operational Support Group.

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